



Netaji Subhas Open University
Department of Public Administration
School of Social Sciences

Syllabus of Four Years Undergraduate Programme (FYUP)
Under National Higher Education Qualification Framework
(NHEQF) & Curriculum and Credit Framework Undergraduate
Programmes (NEP2020)

Programme: Public Administration

Programme Code: NPA

Courses developed by faculties of Public Administration, NSOU:

Discipline Specific Courses (Major) DSC- 23 Courses

Discipline Specific Electives (Minor) DSE- 4 Courses

Multi-Disciplinary Course MDC- 1 Course

Skill Enhancement Course SEC-1 Course

Programme Mission:

The Four Years Undergraduate Programme (FYUP) in Public Administration programme is offered through the ODL mode, with an objective to democratize education and to provide every citizen inclusive, easy and affordable access to quality education within the paradigm of Social Sciences. The basic philosophy of the programme aligns with the University's vision to "Reach the Unreached".

Four Years Under Graduate Programme Structure under National Curriculum & Credit Framework (NEP 2020)

Public Administration

SEM	CODE	Course	Group	Theory/ Prac.	Credit	Study Hours	TE FM	TE Pass %	Assig. FM	TM	
1 st Year	I	5CC-PA-01	Introduction to Public Administration	DSC-1	Theory	4	120	70	30	30	100
		DSE-1: # Course to be selected by learner from the basket of courses offered									
		MDC-1: # Course to be selected by learner from the basket of courses offered									
		5AE-BG-01	Bengali	AEC-1	Theory	4	120	70	30	30	100
		5VA-ES-01	Environmental Sciences	VAC-1	Theory	4	120	70	30	30	100
		SEC-1: # Human Rights NSE-PA-01									
	II	5CC-PA-02	Theories of Public Administration	DSC-2	Theory	4	120	70	30	30	100
		DSE-2: # Course to be selected by learner from the basket of courses offered									
		MDC-2: # Course to be selected by learner from the basket of courses offered									
		5AE-EG-02	English	AEC-2	Theory	4	120	70	30	30	100
		VAC-2: # Refer Table below		VAC-2	Theory	4	120	70	30	30	100
		SEC-2: # Reading, Writing, and Comprehension Skills									
Level 5	NU-C5-PA	Exit 1: UG Certificate in Public Administration (on completion of 1 st Year Learners may exit from the programme with UG Certificate in Public Administration)								48 Credit	
2 nd Year	III	6CC-PA-03	Indian Administration	DSC-3	Theory	4	120	70	30	30	100
		6CC-PA-04	State Administration	DSC-4	Theory	4	120	70	30	30	100
		DSE-3: # Course to be selected by learner from the basket of courses offered									
		MDC-3: # Course to be selected by learner from the basket of courses offered									
		6AE-CF-03	Computer Fundamentals	AEC-3	Theory	4	120	70	30	30	100
	SEC-3: # Leadership and Panchayat Raj										
	IV	6CC-PA-05	Comparative Public Administration	DSC-5	Theory	4	120	70	30	30	100
		6CC-PA-06	Development Administration	DSC-6	Theory	4	120	70	30	30	100
		6CC-PA-07	Urban Local Government	DSC-7	Theory	4	120	70	30	30	100
		DSE-4: # Course to be selected by learner from the basket of courses offered									
6AE-RT-04		Reading & Reflecting on Texts	AEC-4	Theory	4	120	70	30	30	100	
Level 6	NU-D6-PA	Exit 2: UG Diploma in Public Administration (on completion of 2 nd Year Learners may exit from the programme with UG Diploma in Public Administration)								92 Credit	
3 rd Year	V	7CC-PA-08	Rural Local Government	DSC-8	Theory	4	120	70	30	30	100
		7CC-PA-09	Personnel Administration	DSC-9	Theory	4	120	70	30	30	100
		7CC-PA-10	Financial Administration in India – I	DSC-10	Theory	4	120	70	30	30	100

	7CC-PA-11	Public Policy	DSC-11	Theory	4	120	70	30	30	100	
	DSE-5: # Course to be selected by learner from the basket of courses offered										
	VI	7CC-PA-12	Welfare Administration	DSC-12	Theory	4	120	70	30	30	100
		7CC-PA-13	Good Governance	DSC-13	Theory	4	120	70	30	30	100
		7CC-PA-14	Contemporary Issues in Indian Administration – I	DSC-14	Theory	4	120	70	30	30	100
		7CC-PA-15	Financial Administration in India - II	DSC-15	Theory	4	120	70	30	30	100
		DSE-6: # Course to be selected by learner from the basket of courses offered									
7SI-PA-01	Internship/Research Internship	SI-01		4							
Level 7	NU-P7-PA	Exit 3: UG Degree Programme in Public Administration (on completion of 3 rd Year Learners may exit from the programme with UG Degree in Public Administration)								136 Credit	
4 th Year	VII	8CC-PA-16	Human Resource Management	DSC-16	Theory	4	120	70	30	30	100
		8CC-PA-17	Research Methods	DSC-17	Theory	4	120	70	30	30	100
		8CC-PA-18	Rural Development in India	DSC-18	Theory	4	120	70	30	30	100
		8CC-PA-19	Disaster Management	DSC-19	Theory	4	120	70	30	30	100
		DSE-7: # Course to be selected by learner from the basket of courses offered									
	VIII	8CC-PA-20	Contemporary Issues in Indian Administration- II	DSC-20	Theory	4	120	70	30	30	100
		8CC-PA-21	E-Governance	DSC-21	Theory	4	120	70	30	30	100
		8CC-PA-22	Public Policy in India	DSC-22	Theory	4	120	70	30	30	100
		8CC-PA-23	Leadership and Conflict Management	DSC-23	Theory	4	120	70	30	30	100
	DSE-8: # Course to be selected by learner from the basket of courses offered										
	Level 8	NU-H8-PA	Exit 4: UG Degree Hons in Public Administration (on completion of 4 th Year Learners may exit from the programme with UG Degree Hons in Public Administration)								176 Credit

CODE	Course	Group	Theory/ Prac.	Credit	Study Hours	TE FM	TE Pass %	Assig. FM	TM
List of Courses under Discipline Specific Course developed by Public Administration									
NEC-PA-01	Understanding Public Administration	DSE-1	Theory	4	120	70	30	30	100
NEC-PA-02	Conceptualizing Indian Administration	DSE-2	Theory	4	120	70	30	30	100
NEC-PA-03	Constitution in Administration	DSE-3	Theory	4	120	70	30	30	100
NEC-PA-04	Public Policy Process	DSE-4	Theory	4	120	70	30	30	100
Multi-Disciplinary Course developed by Public Administration									
NMD-PA-01	Human Resource Management	MDC-1	Theory	4	120	70	30	30	100
List of Courses under Skill Enhancement Course for Learners of Public Administration									
NSE-PA-01	Human Rights	SEC-1	Theory	4	120	70	30	30	100
NSE-EG-02	Reading, Writing, and Comprehension Skills	SEC-2	Theory	4	120	70	30	30	100
NSE-PS-03	Leadership and Panchayat Raj	SEC-3	Theory	4	120	70	30	30	100

Discipline Specific Elective (DSE):

Learners have to study 8 courses for Discipline Specific Elective (DSE). 4 courses for Group A which will be treated as Minor. **Group A (Minor):** Learners have to choose four papers from one DSE subject from following DSE subjects. **Group B:** Learners have to choose four papers from one DSE subject from following DSE subjects except the discipline which is selected in Group A.

Subject wise list of Discipline Specific Elective (DSE):

Subject	CODE	Course	Group	Theor y/ Prac.	Credi t	Stud y Hour s	TE F M	TE Pass %	Assi g. FM	TM
Bengali	NEC-BG-01	বাংলার সমাজ ও সাংস্কৃতিক পতরচয়	DSE-1	Theory	4	120	70	30	30	100
	NEC-BG-02	বাংলা সাহিত্যের ইতিহাস	DSE-2	Theory	4	120	70	30	30	100
	NEC-BG-03	ভাষা, ছন্দ ও অলঙ্কার	DSE-3	Theory	4	120	70	30	30	100
	NEC-BG-04	আধুনিক বাংলা সাহিত্যে: তিব্বাতচি পাঠ	DSE-4	Theory	4	120	70	30	30	100
History	NEC-HI-01	Bengal: Political History I (Earliest Times to 1203/1204)	DSE-1	Theory	4	120	70	30	30	100
	NEC-HI-02	Bengal: Political History II (1203/1204-1757)	DSE-2	Theory	4	120	70	30	30	100
	NEC-HI-03	Bengal: Political History III (1757-1947)	DSE-3	Theory	4	120	70	30	30	100

	03									
	NEC-HI-04	Contextualizing Bengal: Society, Economy and Culture (From Earliest times to 1947)	DSE-4	Theory	4	120	70	30	30	100
Pol. Sc.	NEC-PS-01	Introducing Political Theory	DSE-1	Theory	4	120	70	30	30	100
	NEC-PS-02	Comparative Politics	DSE-2	Theory	4	120	70	30	30	100
	NEC-PS-03	Constitution of India	DSE-3	Theory	4	120	70	30	30	100
	NEC-PS-04	United Nations and Global Politics	DSE-4	Theory	4	120	70	30	30	100
Sociology	NEC-SO-01	Gendered Violence	DSE-1	Theory	4	120	70	30	30	100
	NEC-SO-02	Environmental Sociology	DSE-2	Theory	4	120	70	30	30	100
	NEC-SO-03	Rethinking Development	DSE-3	Theory	4	120	70	30	30	100
	NEC-SO-04	United nations and Global politics	DSE-4	Theory	4	120	70	30	30	100
Education	NEC-ED-01	Introduction to Educational Studies	DSE-1	Theory	4	120	70	30	30	100
	NEC-ED-02	Psychology of Learners	DSE-2	Theory	4	120	70	30	30	100
	NEC-ED-03	Sociology of Education	DSE-3	Theory	4	120	70	30	30	100
	NEC-ED-04	Child Development and Pedagogy	DSE-4	Theory	4	120	70	30	30	100

List of Courses under Multi-Disciplinary Course

Learners have to study any one course from each group (MDC 01, MDC 02 & MDC 03) as listed below:

MDC-01	NMD-BG-01	গণমাধেয় ও গণজ্ঞাপি	MDC-01	Theory	4	120	70	30	30	100
	NMD-HI-01	Some Aspects of Indian History (Earliest Times to Mid-20 th Century)	MDC-01	Theory	4	120	70	30	30	100
	NMD-EC-01	Principles of Economics	MDC-01	Theory	4	120	70	30	30	100

NMD-LS-01	Knowledge Resource Management	MDC-01	Theory	4	120	70	30	30	100
NMD-ZO-01	Fundamentals of Zoology	MDC-01	Theory	4	120	70	30	30	100

MDC-02	NMD-BG-02	চলিত্র ও সার্টিং	MDC-02	Theory	4	120	SWAYAM			
	NMD-SO-01	Population and Society	MDC-02	Theory	4	120	70	30	30	100
	NMD-PS-01	Feminism: Theory and Practice	MDC-02	Theory	4	120	70	30	30	100
	NMD-CO-01	Accounting for All	MDC-02	Theory	4	120	70	30	30	100
	NMD-CH-01	Chemistry in Daily Life	MDC-02	Theory	4	120	70	30	30	100

MDC-03	NMD-PA-01	Human Resource Management	MDC-03	Theory	4	120	70	30	30	100
	NMD-ED-01	Best Practices in Inclusive Education	MDC-03	Theory	4	120	70	30	30	100
	NMD-MT-01	Statistical Techniques	MDC-03	Theory	4	120	70	30	30	100
	NMD-GR-01	Disaster Mitigation and Management	MDC-03	Theory	4	120	70	30	30	100
	NMD-BT-01	Plant Diversity and Human Welfare	MDC-03	Theory	4	120	70	30	30	100

List of Courses under Value Added Course

Learners have to choose one course from list provided below for VAC-02.

5VA-CY-02	Cyber Security	VAC-02	Theory	4	120	SWAYAM			
5VA-UI-02	ভারি-সাংস্কৃতি পতরক্রমা (Understanding India)	VAC-02	Theory	4	120	70	30	30	100
5VA-EI-02	Exploring the Indian Constitution	VAC-02	Theory	4	120	70	30	30	100

Note: Total Marks will be calculated based on 20% of the marks obtained in the assignment and 80% of the marks obtained in the term-end examination.

#NB Students who will not pursue Dissertation/Research Work will have to study DSC-18A in the 7th Semester and DSC-19A & DSC-20A in the 8th Semester of 4 credits each

Programme Objectives

- ✓ To develop the learners' theoretical and practical understanding in the domain of Public Administration and related social sciences.
- ✓ To inculcate within the learners the theories and concepts of public administration, its history and approaches, thinkers and thought, government and policy processes, practical applications and critical assessment of past, present and contemporary trends.
- ✓ To encourage learners to acquire and develop knowledge, skills and capabilities which may contribute positively to an efficient and effective system of administration.
- ✓ To promote understanding of the structure and functions of public and private organizations in their particular political, social, legal, and economic context.
- ✓ To develop the learners' ability to analyse public policies and programmes, identify the problems and issues related to such policies and make pertinent recommendations for amelioration.
- ✓ To develop the analytical skills of an individual, develop the ability to think critically and apply a scientific temper for reaching logical rational decisions.
- ✓ To develop the learner's competencies beyond the classroom like leadership, management, logical reasoning and the like.
- ✓ To develop a passionate and keen interest among learners so that further studies may be undertaken in the discipline which may culminate into research.
- ✓ To promote a spirit of free and objective enquiry in different fields of knowledge, as well as to inculcate amongst learners' skills that enhance their employability.

Expected Programme Outcomes

Upon successful completion of the programme, learners are expected to have a nuanced understanding of theories, concepts and practices relevant to public administration and its sub- fields. It is expected that:

- ✓ The learners will be better equipped to pursue higher education and research in the domain of public administration and related social science disciplines.
- ✓ Learners with strong disciplinary acumen can help contribute to various organizations to meet the ever-changing needs of management.
- ✓ Learners with commitment to public service values can help contribute to various public organizations to become more effective, efficient and expertise in meeting the needs of the public



- ✓ Learners will have the competencies to pursue a career in administrative services and public organizations.
- ✓ Learners will be proficient to usher in insightful innovations in the formulations of public policy both at national and international level.

Detailed Syllabus

5CC-PA-01 DSC I: Introduction to Public Administration

Module: I Introduction

Unit: 1 Public Administration: Definition: Nature and Scope

Unit: 2 Public and Private Administration

Unit: 3 Evolution of Public Administration

Unit: 4 Impact of Globalization on Public Administration

Unit: 5 Comparative Public Administration, Development Administration, New Public Administration, New Public Management

Module: II Basic Concepts

Unit: 6 Centralization, Decentralization and Delegation

Unit: 7 Supervision

Unit: 8 Communication

Unit: 9 Hierarchy and Leadership

Unit: 10 Unity of Command, Span of Control, Line and Staff

Module: III Society, Politics and Administration

Unit: 11 Politics and Administration

Unit: 12 Politicians and Bureaucrats

Unit: 13 Ministers and Civil Servants Relations: Case Studies

Unit: 14 Bureaucracy and the public

Unit: 15 Administration and Civil Society

References

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Peter Self: Administrative Theories and Politics; London George, Allen Unwin, 1972.

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John H. Corson and Joseph P. Harris: Public Administration in Making Society; McGraw Hill, 1963.

R.H. Dhal: The Science of Public Administration, Three Problems; Public Administration Review-7, 1947.

Woodrow Wilson: "The Study of Public Administration" in Dwight Waldo (ed) Ideas and Issues in Public Administration"; McGraw Hill, 1953.

Hoshiar Singh and Pradeep Sachdeva: Public Administration, Theory and Practice; Pearson, 2012.

Public Administration: A Very Short Introduction, Very Short Introductions (Oxford, 2016; online edn, Oxford Academic, 22 Aug. 2016), <https://doi.org/10.1093/actrade/9780198724230.002.0006>.

H. George Frederickson, Kevin B. Smith, Christopher Larimer and Michael J. Licari. The Public Administration Theory Primer 3rd edition. Routledge 2016.

Goodsell, Charles T. The Case for Bureaucracy: A Public Administration Polemic. 4th ed., Washington, D.C. : CQ Press, 2004.

5CC-PA-02 DSC II : Theories of Public Administration

Module: I Classical Theory

- Unit: 1** Classical Theory: Basic tenets
- Unit: 2** Henry Fayol
- Unit: 3** Luther Gulick
- Unit: 4** Lyndall Urwick
- Unit : 5** Friedrich Taylor

Module: II Theories of Bureaucracy

- Unit: 6** Karl Marx
- Unit: 7** Critique of the Marxist Theory
- Unit : 8** Max Weber
- Unit: 9** Critique of Weberian Theory
- Unit : 10** Post-Weberian development

Module: III Human Relations and Behavioural Schools

- Unit: 11** Elton Mayo – Human Relations Theory
- Unit: 12** Herbert Simon – Decision Making Theory
- Unit: 13** Socio – Psychological Theory: Maslow
- Unit: 14** Socio-Psychological Theory: McGregor
- Unit : 15** Ecological Theory : F.W. Riggs

References

- David Beetham: Max Weber and the Theory of Modern Politics; Allen & Unwin Ltd. London, 1974
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- Robert Merton: Social Theory and Social Structure; Free press, Glencoe, III, 1957.
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- Sharma M.P., Sadana BL. and Kaur, Harpreet. Public Administration in Theory and Practice. Kitab Mahal, 2010.

6CC-PA-03 DSC III : Indian Administration

Module: I Historical Background

- Unit: 1** Indian Administration in Pre-British Era
- Unit: 2** Indian Administration in British Era
- Unit: 3** Indian Administration after independence: Continuity and Change
- Unit: 4** Role of Indian Administration in Social Development and Social Justice
- Unit: 5** Role of Indian Administration in Economic Development

Module: II Indian Administration: Structure and Functions

- Unit: 6** President
- Unit: 7** Prime Minister, Council of Ministers: Power and Functions
- Unit : 8** Role and Functions of the PMO - PM's Secretary
- Unit : 9** Functions of the Secretariat
- Unit : 10** Cabinet Secretariat and the Role of the Central Secretariat

Module III Key Ministries and Commissions: Organization and Role

- Unit :11** Ministry of Home Affairs
- Unit : 12** Ministry of Finance: organization and functions
- Unit :13** Ministry of External Affairs
- Unit : 14** Finance Commission
- Unit :15** Election Commission

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- H.M.Seervai: *Constitutional Law of India, Vol-I* ;Bombay, Tripathi 1983.
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Ramesh K Arora & Rajni Goyal: *Indian Administration, Institution And Issues*: New Age International Publishers, New Delhi, 2022
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Anidydh Ray: *Some Aspects of Mughal Administration*; New Delhi; Kalyani 1984.
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U.N.Dey: *The Mughal Government*; Delhi Munshiram Manoharlal, 1979.
N.C.Roy: *Civil Services in India*; Calcutta Firma K.L.Mukhopadhyay 1960.
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B.L. Fadia: *Indian Administration*; Sahitya Bhawan 2015.
Bidyut Chakrabarty and Prakash Chand: *Indian Administration Evolution and Practice*. Sage Texts 2016.
Ramesh Adrora and Rajni Goyal: *Indian Public Administration,, Institution and Issues*; New Age International Publishers, 2022.

6CC-PA-04 DSC IV : State Administration

Module: I Constitutional Framework

- Unit : 1** Structure of State Administration
- Unit :2** Governor: As Head of State Administration
- Unit :3** Governor's Role as Representative of the Centre
- Unit : 4** Chief Minister : Power and Position
- Unit : 5** Speaker: Role and functions

Module: II Headquarter Administration

- Unit : 6** Structure of the Secretariat
- Unit : 7** Functions of the Secretariat
- Unit : 8** Relations between the Secretariat and Directorate
- Unit : 9** Chief Secretary : Role and Position
- Unit : 10** CM's Secretariat

Module: III Field Administration

- Unit: 11** Divisional Commissioner : Power and functions
- Unit : 12** Evolution of District Administration
- Unit: 13** Role of the District Magistrate
- Unit : 14** Role of the SDO
- Unit : 15** Role of the BDO

References

- Haridwar Rai and S.P.Singh: *Current Ideas and Issues in Indian Administration*; New Delhi: Uppal, 1979.
- Suresh Kumar Sharma: "Reorganization of District Administration in India: A Plea for Structural Reform", in Ramesh K. Arora (ed) *Administrative Change in India*, Aalekh 1974.
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6CC-PA-05 DSC V : Comparative Public Administration

Module: I Introduction

- Unit : 1** Definition
- Unit : 2** Nature and Scope
- Unit : 3** Evolution
- Unit : 4** Relationship with Public Administration
- Unit : 5** An Assessment

Module: II Theories and Models of Comparative Public Administration

- Unit: 6** Rationale behind Theory and Model building
- Unit: 7** Fred Riggs
- Unit : 8** Riggs: Critique
- Unit : 9** F. Heady
- Unit : 10** Heady: Critique

Module: III Public Choice Theory

- Unit : 11** Background
- Unit : 12** Basic tenets
- Unit : 13** Contributions
- Unit : 14** Limitations
- Unit : 15** New Public Management

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- F.W. Riggs: Administration in Developing Societies: The Theory of Prismatic Societies; Boston, Houghton Mifflin. 1964.

6CC-PA-06 DSC VI : Development Administration

Module: I Introduction

- Unit: 1 Meaning and Scope
- Unit: 2 Features of Development Administration
- Unit: 3 Background of Development Administration
- Unit: 4 Administrative Development and Development Administration
- Unit : 5 Development Administration – Prismatic Sala Model of Fred Riggs

Module: II Bureaucracy and Development

- Unit: 6 Bureaucracy and Development dynamics
- Unit: 7 Social background
- Unit: 8 Role of Bureaucracy
- Unit : 9 Neutral vs. Committed Bureaucracy
- Unit : 10 Technocrats vs. Bureaucrats

Module: III Problems of Development

- Unit: 11 Problems of development in developing countries
- Unit: 12 Sustainable development: Meaning
- Unit: 13 Features and Significance
- Unit : 14 A few case studies
- Unit : 15 Limitations

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- Rumki Basu: *Public Administration, Concept and Theories*; Sterling, 2022.

6CC-PA-07 DSC VII : Urban Local Government

Module I: Introduction

- Unit: 1** Rationale and Necessity of Local Government
- Unit: 2** Approaches to the Study of Local Government
- Unit: 3** Democratic Decentralization with reference to Urban Governance
- Unit: 4** Local Government, Democracy and Development
- Unit: 5** Local Government and Globalization

Module II: Origin and Growth of Urban Local Government in India

- Unit: 6** Evolution of Urban Local Government in Pre-independent India
- Unit: 7** Evolution of Urban Local Government in Post-independent India
- Unit: 8** Constitutional Status of Urban Local Government
- Unit: 9** 74th Constitutional Amendment Act: Features
- Unit: 10** Implications of the 74th Constitutional Amendment Act

Module III: Organization and Structure

- Unit: 11** Urban Local Government - Organisation and Structure
- Unit: 12** Corporation and Municipalities
- Unit: 13** Mayor-in-Council System in Municipal Corporation
- Unit: 14** Chairman-in-Council System in Municipalities
- Unit : 15** Urban Development Authorities

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7CC-PA-08 DSC VIII : Rural Local Government

Module :I Origin and Growth

- Unit: 1** Evolution of Rural self-government in pre-independent India
- Unit: 2** Post-independent period: Balwant Rai Mehta Committee Report
- Unit: 3** Ashok Mehta Committee: Background and Recommendations
- Unit : 4** 73rd Constitutional Amendment Act : Basic Features
- Unit : 5** Implications of the 73rd Constitutional Amendment Act

Module: II Organization and Structure

- Unit : 6** Structure and Composition of the Panchayati Raj Institutions
- Unit : 7** Development of Local Self-government in West Bengal up to 1973
- Unit : 8** West Bengal Panchayat Act, 1973 : Basic features
- Unit : 9** Gram Sansad
- Unit : 10** Gram Sabha

Module: III Power and Functions

- Unit : 11** Power and functions of Panchayati Raj Institutions
- Unit : 12** Power and functions of Gram Panchayat
- Unit : 13** Power and Functions of the Panchayat Samiti
- Unit : 14** Power and Functions of the Zilla Parishad
- Unit : 15** Relation between DM and PRIs elected representatives

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7CC-PA-09 DSC IX : Personnel Administration

Module: I Introduction

- Unit: 1** Nature and Scope of Personnel Administration
- Unit: 2** Evolution of Personnel Administration
- Unit : 3** Function and Significance of Personnel Administration
- Unit: 4** Public Service and their role in Administration Structure
- Unit: 5** Features of Public Personnel Administration. in India

Module -II Civil Service in India

- Unit: 6** Development of Civil Service in India
- Unit: 7** Classification of Civil Services
- Unit: 8** Generalists and Specialists
- Unit: 9** Concept of Representative Bureaucracy
- Unit : 10** Changing Role of Civil Service in India

Module: III Personnel Management and Practices

- Unit: 11** Personnel Agencies: UPSC and SPSC
- Unit: 12** Recruitment in All India Services (IAS and IPS)
- Unit: 13** Training of IAS and IPS
- Unit: 14** Promotion of IAS and IPS
- Unit: 15** Performance Appraisal

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7CC-PA-10 DSC X : Financial Administration in India – I

Module: I Introduction

- Unit:1** Nature and Scope of Financial Administration
- Unit: 2** Objectives and Principles of Financial Administration
- Unit: 3** Significance of Financial Administration
- Unit : 4** Distinctions between Public and Private Financial Administration
- Unit : 5** Impact of Neoliberalism on Financial Administration

Module: II Fiscal Policy

- Unit : 6** Concept of Fiscal Policy – equality and social justice
- Unit: 7** Government Budgeting : principles and functions
- Unit : 8** Resource mobilization
- Unit : 9** Deficit Financing
- Unit : 10** Role of Finance Ministry

Module: III Budget

- Unit :11** Concept and Types of Budget
- Unit : 12** Process of Budget formulation in India
- Unit : 13** Classification of Government Expenditure
- Unit: 14** Performance-based Budgeting
- Unit : 15** Zero-based Budgeting

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7CC-PA-11 DSC XI : Public Policy

Module: I Introduction

- Unit : 1** Concept, Nature and features of Public Policy
- Unit : 2** Approaches to Public Policy
- Unit : 3** Models of Public Policy
- Unit : 4** Role of Political parties, Pressure and Interest groups
- Unit : 5** Role of Civil Society, Social Movements and Mass Media

Module: II Structure and Processes

- Unit : 6** Role of Legislature
- Unit : 7** Role of Political Executive and Non-political Executive
- Unit : 8** Role of Judiciary
- Unit : 9** Interactions among different organs of government
- Unit : 10** Constraints in Public Policy making

Module: III Policy Implementation

- Unit : 11** Role of Legislature
- Unit : 12** Role of Executive
- Unit : 13** Role of Judiciary
- Unit : 14** Relations between Legislature and Judiciary
- Unit : 15** Problems of Policy Implementation

References

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7CC-PA-12 DSC XII : Welfare Administration

Module: I Social Welfare: Introduction

- Unit : 1** Concept of Social Welfare
- Unit :2** Approaches to Social Welfare
- Unit :3** Social Welfare and Welfare State
- Unit :4** Limitations and Prospect of Social Welfare
- Unit : 5** Social Welfare Administration

Module: II Social Welfare Programme

- Unit : 6** Concept of Affirmative Action and Social Welfare
- Unit : 7** Social Welfare Programmes for Women
- Unit : 8** Social Welfare Programmes for Children
- Unit : 9** Social Welfare Programmes for SC, ST and OBC
- Unit :10** Evaluation of Social Welfare Programmes in India

Module: III Major Social Sectors

- Unit : 11** Health
- Unit : 12** Education
- Unit : 13** Food and Social Security
- Unit: 14** Housing
- Unit : 15** Senior Citizens

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7CC-PA-13 DSC XIII : Good Governance

Module: I Introduction

- Unit: 1** From Government to Governance
- Unit: 2** Changing notion of Governing
- Unit: 3** Concept of Good Governance: Theories and Models
- Unit: 4** Debates concerning Good Governance
- Unit: 5** Actors promoting Good Governance

Module: II The State and Governance

- Unit : 6** State and Democratic Governance
- Unit : 7** Neo-liberalism and rolling back of state
- Unit : 8** Role of the Market
- Unit : 9** Role of Civil Society
- Unit : 10** State, Market and Civil Society- Linkage

Module: III Techniques and Issues of Governance

- Unit : 11** Citizens Charter
- Unit : 12** Social Audit
- Unit : 13** Gender Budgeting
- Unit : 14** Participatory Governance
- Unit : 15** E-governance

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7CC-PA-14 DSC XIV : Contemporary Issues in Indian Administration - I

Module: I Introduction

- Unit: 1** Concept of Globalization
- Unit: 2** Challenges of Globalization
- Unit : 3** Market Reforms in India
- Unit : 4** Public-Private Partnership
- Unit: 5** Corporate Social Responsibility

Module: I Human Rights

- Unit :6** National Human Rights Commission
- Unit : 7** State Human Rights Commission (West Bengal)
- Unit : 8** National Commission for Women
- Unit : 9** State Commission for Women
- Unit : 10** Visakha Guidelines and ICC

Module: III Environmental Administration

- Unit : 11** Concept and Significance
- Unit : 12** Environment Protection Acts
- Unit : 13** National Green Tribunal - Central and State Control Board
- Unit : 14** Green Audit
- Unit : 15** Pollution Control Board

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7CC-PA-15 DSC XV : Financial Administration in India - II

Module I: Control over Finance

- Unit : 1** Legislature
- Unit : 2** Executive
- Unit : 3** Financial Committees : Public Accounts Committee, Estimates Committee
- Unit : 4** Accounts and Audit : Role of CAG
- Unit : 5** Role of RBI

Module II: Urban Local Government Finance

- Unit: 6** Sources of revenue
- Unit: 7** Relationship between State and Urban local bodies
- Unit: 8** Methods of control over Municipal Corporation and Municipalities
- Unit: 9** Metropolitan Planning Committee
- Unit: 10** Municipal Finance Commission

Module III: Panchayati Raj Finance

- Unit : 11** Sources of revenue
- Unit :12** State control over the Panchayat
- Unit :13** District Planning Committee
- Unit : 14** Block Planning Committee
- Unit :15** Evaluation of Panchayati Raj System with special Reference to West Bengal

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8CC-PA-16 DSC XVI : Human Resource Management

Module: I Introduction

- Unit : 1** Evolution of Human Resource Management
- Unit : 2** Meaning , Nature, Scope and Significance of Human Resource Management
- Unit: 3** Objective and Functions of Human Resource Management
- Unit : 4** Difference between Personnel Management and Human Resource Management
- Unit : 5** Challenges of Human Resource Management

Module: II Human Resource Planning

- Unit: 6** Meaning, Objectives and Needs
- Unit : 7** Factors affecting Human Resource Planning
- Unit : 8** Role of Human Resource Manager
- Unit : 9** Barriers to Human Resource Planning
- Unit : 10** Strategic Human Resource Planning Model

Module: III Human Resource Development

- Unit : 11** Human Resource Development & Management
- Unit : 12** Competency Mapping System
- Unit : 13** Employee Capacity Building Strategies : Training
- Unit : 14** Total Quality Management and Managing Productivity: Basic Concepts
- Unit : 15** Labour- Management Relations

References

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8CC-PA-17 DSC XVII : Research Methods

Module I: Introduction

- Unit 1** Research: Meaning, Significance, Concept
- Unit 2** Quantitative Research
- Unit 3** Qualitative Research
- Unit 4** Mixed Research
- Unit 5** Applications and Limitations

Module II: Research Design and Methods

- Unit 6** Research Design & Tools for Research
- Unit 7** Experimental Method
- Unit 8** Observation Method
- Unit 9** Questionnaire Method
- Unit 10** Interview Method

Module III: Analysis and Presentation

- Unit 11** Case Study
- Unit 12** Statistical Analysis
- Unit 13** Triangulation
- Unit 14** Inferences and Results
- Unit 15** Report Writing

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8CC-PA-18 DSC XVIII : Rural Development in India

Module: I Introduction

Unit: 1 Rural Development: Concept and Definition -Need for Rural Development

Unit: 2 Social, Economic and Political Contexts

Unit: 3 Historical Overview of Rural Development in Pre-independent India

Unit: 4 Rural development in post independent India

Unit: 5 Rural Development in the context of Globalization

Module: II Aspects of Rural Development

Unit: 6 Major Approaches to Rural Development in India

Unit: 7 Strategies for Rural Development (Land Reform, Green Revolution, Development of Khadi and Village Industries)

Unit: 8 Technology for Rural Development (Role of Information and Communication Technology (ICT) relating to Conservation of Water Resources, Rural Housing, Organic Farming and Energy Creation ;Technology for Rural Development.

Unit: 9 Sectors of Rural Development (A)Physical : Agriculture ,Irrigation, Electrification
(B) Human : Health , Education and Employment

Unit: 10 Challenges and remedies

Module: III Institutions & Programmes of Rural Development

Unit: 11 PRIs

Unit: 12 NGOs & Co-operatives

Unit: 13 NABARD and Rural Banks

Unit: 14 Programme for Employment Generation (MGNREGA)

Unit: 15 Rural Development Programmes in West Bengal : An overview

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8CC-PA-19 DSC XIX: Disaster Management

Module: I Introduction

Unit: 1 Disaster: Basic Concepts

Unit: 2 Causes of Disasters.

Unit: 3 Impact of Disasters on Health, Human Settlement and Economy

Unit: 4 Aims and Scope of Disaster Management

Unit: 5 Relationship between Disasters and Development

Module: II Classification of Disasters

Unit: 6 Natural Disaster

Unit: 7 Human made Disasters

Unit: 8 Slow disasters and Rapid Disasters

Unit: 9 Technological Disaster

Unit: 10 Simple and Complex Disasters

Module: III Approaches to Disaster Risk Reduction

Unit: 11 Prevention and Preparedness for Disaster

Unit: 12 Mitigation and Risk Reduction Steps

Unit: 13 Rescue and Relief Operation

Unit: 14 Rehabilitation and Reconstruction

Unit: 15 Monitoring and Evaluation Plan for Disaster Response.

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8CC-PA-20 DSC XX : Contemporary Issues in Indian Administration- II

Module I: Planning and Development Machinery in India

- Unit: 1** Planning Commission : Organization , function and role
- Unit: 2** National Development Council: Functions and role
- Unit: 3** State Planning Board
- Unit : 4** NITI Aayog : Role and functions
- Unit : 5** New actors of Development Administration : NGOs and Self-help Groups

Module II: Administrative Reforms

- Unit :6** Need for Administrative Reforms
- Unit : 7** Redressal of Citizens' Grievances
- Unit : 8** Transparency and Accountability in Administration
- Unit : 9** Administrative Reforms Commission, 1968
- Unit : 10** Administrative Reforms Commission, 2005

Module III: Corruption Redressal Mechanisms

- Unit : 11** Lokpal
- Unit : 12** Lokayukta
- Unit : 13** Central Vigilance Commission
- Unit : 14** Central Bureau of Investigation
- Unit : 15** Right to Information: Objectives and Role, Information Commission –
Composition, Role and Functions

References

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8CC-PA-21 DSC XXI : E- Governance

Module: I Introduction

- Unit : 1** Rise and Growth of E -Governance
- Unit : 2** Concept and Scope of E-Governance
- Unit : 3** Objectives and Types of E-Governance
- Unit : 4** Benefits/Needs of E-Governance
- Unit : 5** CT and E-Governance

Module: II E- Governance and Democracy

- Unit: 6** Government, Governance and Democracy
- Unit : 7** Good Governance and E-Governance
- Unit : 8** Information Society and Community Empowerment
- Unit : 9** E-Governance and Transformation of Administrative Culture
- Unit : 10** E-Governance in the context of Globalisation

Module: III Methods and Institutions with reference to India

- Unit : 11** Methods and Institutions : an Overview
- Unit : 12** E-Governance Projects/Initiatives
- Unit : 13** Citizen Database and Human Development
- Unit:14** National Information Centre
- Unit : 15** National E- governance Plan

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8CC-PA-22 DSC XXII : Public Policy in India

Module: I Introduction

- Unit : 1** Evolution of Public Policy- Pre-Independence Era - An Overview
- Unit : 2** Evolution of Public Policy- Post-Independence Era - An Overview
- Unit : 3** Case Study I - Education with reference to India
- Unit : 4** Case Study II – Health with reference to India
- Unit : 5** Building Theory from Case Studies

Module: II Economic Policy

- Unit : 6** Importance of Economic Policies
- Unit : 7** Pre-liberalization Economic Policy
- Unit : 8** New Economic Policy of 1991
- Unit : 9** Liberalization and Growth of Indian Economy
- Unit : 10** Mixed Economy to Globalization - Impact

Module: III Other Policies

- Unit : 11** National Policy on Information Technology 2012
- Unit : 12** National Cyber Security Policy 2013
- Unit : 13** National Health Policy, 2017
- Unit : 14** National Education Policy - 2020
- Unit : 15** Reservation Policy

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8CC-PA-23 DSC XXIII: Leadership and Conflict Management

Module: I Introduction

Unit : 1 Meaning and Concept of Leadership

Unit : 2 Types of Leadership

Unit : 3 Functions of Leadership

Unit : 4 Conditions for effective leadership

Unit : 5 Leadership Styles

Module: II Bargaining and Negotiation

Unit : 6 Bargaining: meaning and definition

Unit : 7 Bargaining Strategies in Negotiation

Unit : 8 Collective bargaining , distributive and integrative bargaining

Unit : 9 Stages of Negotiation Process

Unit : 10 Techniques of Negotiation: Third Party Negotiation

Module: III Conflict Management and Resolution

Unit : 11 Concept of Conflict Management

Unit : 12 Conflict management strategies

Unit : 13 Styles of handling interpersonal conflicts and Conflict Management Process

Unit : 14 Conflict Resolution : Indian Perspective and experiences

Unit : 15 The Arbitration and Conciliation Act 2015 in India

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NEC-PA-01 DSE I : Understanding Public Administration

Module: I Introduction

Unit: 1 Public Administration: Definition: Nature and Scope

Unit: 2 Public and Private Administration

Unit: 3 Evolution of Public Administration

Unit: 4 Impact of Globalization on Public Administration

Unit: 5 Comparative Public Administration, Development Administration, New Public Administration, New Public Management

Module: II Relationship between Public Administration and other Social Sciences

Unit: 6 Political Science

Unit: 7 Sociology

Unit: 8 History

Unit: 9 Economics

Unit: 10 Psychology

Module: III Society, Politics and Administration

Unit:11 Politics and Administration

Unit:12 Politicians and Bureaucrats

Unit:13 Ministers and Civil Servants Relations: Case Studies

Unit:14 Bureaucracy and the Public

Unit: 15 Administration and Civil Society

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NEC-PA-02 DSE II: Conceptualizing Indian Administration

Module: I Historical Background

- Unit: 1** Indian Administration in Pre-British Era
- Unit: 2** Indian Administration in British Era
- Unit: 3** Indian Administration after independence : Continuity and Change
- Unit: 4** Role of Indian Administration in Social Development and Social Justice
- Unit: 5** Role of Indian Administration in Economic Development

Module: II Indian Administration : Structure and Functions

- Unit: 6** President
- Unit: 7** Prime Minister, Council of Ministers : Power and Functions
- Unit: 8** Role and Functions of the PMO - PM's Secretary
- Unit: 9** Functions of the Secretariat
- Unit: 10** Cabinet Secretariat and the Role of the Central Secretariat

Module: III Corruption Redressal Mechanisms

- Unit : I** Lokpal
- Unit : II** Lokayukta
- Unit : III** CVC
- Unit : IV** CBI
- Unit : V** Right to Information: Objectives and Role, Information Commission –
Composition, Role and Functions

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NEC-PA-03 DSE III: Constitution in Administration

Module:- I Introduction

- Unit: 1** Need for Constitution to implement Sovereign Administration
- Unit: 2** Historical Perspective in the Development of the Concept, Constitution
- Unit: 3** Aristotelian view on the role of the Constitution in administering city states
- Unit: 4** Chankya and Rule of the Government
- Unit: 5** Sovereign Law and Constitution

Module:- II Background of Making Indian Constitution

- Unit: 6** Prequel and Sequel Effect of Acts and Regulation from 18th to 20th century
- Unit: 7** Formation of Constituent Assembly and its administrative process in framing the Constitution
- Unit: 8** Indian Constitution and Administrative Structure and Establishment
- Unit: 9** Socio-political roles of citizens in view of Fundamental Rights and Duties.
- Unit: 10** Indian parliamentary democracy and the process of administration.

Module:- III Implementing Constitution In Administration

- Unit: 11** Administrative law and Executive power.
- Unit: 12** Problems of Modern Administration. Revisiting Decentralization.
- Unit: 13** Parliamentary democracy and Presidential democracy: Differences in the role of Executive.
- Unit: 14** Judiciary and Executive: Functional balance
- Unit: 15** Three objectives of democratic administration: Separation of Powers, Rule of Law and Limitless Delegation.

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NEC-PA-04 DSE IV: Public Policy Process

Module: I Introduction

- Unit : 1** Concept of Public Policy
- Unit : 2** Nature and features of Public Policy
- Unit : 3** Approaches to Public Policy
- Unit : 4** Models of Public Policy
- Unit : 5** Constraints in Public Policy Making

Module: II Structure and Processes

- Unit : 6** Role of Legislature
- Unit : 7** Role of Political Executive
- Unit : 8** Role of Non-political Executive
- Unit : 9** Role of Judiciary
- Unit : 10** Interactions among different organs of government

Module: III Policy Implementation

- Unit : 11** Role of Legislature
- Unit : 12** Role of Judiciary
- Unit : 13** Relations between Legislature and Judiciary
- Unit : 14** Role of Executive
- Unit : 15** Problems of Policy Implementation

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NMD-PA-01 MDC: Human Resource Management

Module : I Introduction

- Unit : 1** Evolution of Human Resource Management
- Unit : 2** Meaning , Nature, Scope and Significance of Human Resource Management
- Unit : 3** Objective and Functions of Human Resource Management
- Unit : 4** Difference between Personnel Management and Human Resource Management
- Unit : 5** Challenges of Human Resource Management

Module : II Human Resource Development

- Unit : 6** Recruitment and Selection
- Unit : 7** Performance and competency mapping system
- Unit : 8** Employee Capacity Building Strategies : Training
- Unit : 9** Total Quality Management and Productivity Management
- Unit : 10** Labour- Management Relation

Module: III Emerging Trends of Human Resource Management

- Unit : 11** Redressal of Employee Grievances
- Unit : 12** Right Sizing Outsourcing and Consultancies
- Unit : 13** Interpersonal Skill
- Unit : 14** Social trends in Human Resource Management
- Unit : 15** Problems of Human Resource Management

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NSE-PA-01 SEC : HUMAN RIGHTS

Module I: Introduction

Unit 1: Meaning, Nature and Evolution

Unit 2: Universal Declaration of Human Rights

Unit 3: Civil and Political Rights

Unit 4: Economic, Social and Cultural Rights

Unit 5: Major Human Rights Conventions

Module II: Rights of various groups

Unit 6: Women's Rights

Unit 7: Rights of the Child

Unit 8: The Rights of Persons Belonging to Minorities

Unit 9: Rights of Refugees and Migrant Workers

Unit 10: 10 Indigenous People and Human Rights

Module III: Issues and Concerns

Unit 11: National Institutions and Laws

Unit 12: Humanitarian Law and Rights

Unit 13: Vienna and other UN Conferences

Unit 14: Terrorism and Fundamentalism

Unit 15: Challenges of Globalization

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